



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

15 MAY 1981

REPLY TO
ATTN OF:

DAA

SUBJECT:

Interim Letter Change 81-1 to AFR 12-30, 19 Feb 1975

TO: ALMAJCOM-SOA/DAD

1. Effective immediately, substitute the attached fee schedule for attachment 8, AFR 12-30.
2. The new AFR 12-30 is currently in coordination. It will contain this revised schedule of fees.
3. Please disseminate this information to your FOIA managers.

FOR THE CHIEF OF STAFF



Information Mgmt and Resources Division

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FOIA Fee Schedule

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1947 ASG/DADF ✓
HQ AFMPC/MPCDOP

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FEE SCHEDULE

Section 1

GENERAL PROVISIONS

Application

The fees described in this chapter apply to FOIA requests. They reflect direct search and duplication costs, collection of which are permitted by the FOIA. They are neither intended to imply that fees must be charged in connection with providing information to the public in the routine course of business nor are they meant as a substitute for any other schedule of fees, such as DoD Instruction 7230.7 (reference (q)).

Fee Assessment

a. Minimum fees shall not be charged.

b. When direct search and duplication costs for a single FOIA request total less than \$30.00, fees should be waived automatically. The DoD Components, however, may set aside the automatic waiver provision when, on the basis of good evidence, the Component can demonstrate that waiver of fees is not in the public interest.

c. Decisions to waive or reduce fees that exceed the automatic waiver threshold shall be made on a case-by-case basis. The following circumstances, however, describe the most common circumstances in which waiver or reduction of fees are most likely to be warranted.

1. No record is located or all records are denied. However, fee charges are appropriate if the requester insists upon a search and agrees to such fees after being informed that the search is likely to be nonproductive or that the records are all likely to be exempt from release.

2. A record is voluntarily created to preclude an otherwise burdensome effort to provide voluminous amounts of available records including additional information not requested.

3. The records are to be made available in response to a news media requester whose requests under this regulation are reasonable in scope and frequency. Fee charges are appropriate for news media requesters and may be assessed when:

(a) The fee charges exceed the fee waiver threshold of \$30.00; and

(b) Either the requested record does not contain information that can be considered as primarily benefiting the general public, or

- * the search for the requested record requires an inordinate amount of DoD *
 * Component personnel time, and impacts adversely on the DoD Component con- *
 * cerned in accomplishing its primary functional missions. *
- * 4. When news media requests are broad in scope and are considered un- *
 * reasonable by the Head of the Component, a specificity letter, as outlined in *
 * paragraph 5-107a of this regulation, should be dispatched. An estimate of fee *
 * charges may be included in the specificity letter, if practicable, or provided *
 * after receiving a reframed request. *

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5. The record is for a nonprofit public interest group and the subject of the requested record is known to be of wide public interest, and furnishing the information can be considered as primarily benefiting the general public.

6. A previous denial is reversed in whole or in part and the search and reproduction costs involved are not substantial.

Computation of Fees

The fee schedule contained in this chapter is used to compute the search and duplication costs associated with processing a given FOIA request. Search fees shall be computed based on time actually spent. Neither time-based nor dollar-based minimum charges for search and duplication are authorized.

Section 2

COLLECTION OF FEES AND FEE RATES

Collection of Fees

Collection of charges and fees need not be made in advance of rendering the service unless the costs are expected to exceed the fee waiver threshold and the requester has not indicated a willingness in writing to pay. It frequently is more practical to collect charges and fees at the time of providing the service or property to the recipient when the requester specifically states that the cost involved shall be acceptable or acceptable up to a specified limit that covers anticipated costs. Collection of fees in advance is an appropriate requirement only when the requester has not agreed in writing to pay the anticipated fee or has not honored previous commitments to pay fees that were owed an agency or component.

Search Fees

a. Manual Search

Type	Grade	Hourly Rate (\$)
Clerical	E9/GS8 and below	8
Professional	01-06/GS9-GS-15	16
Executive	07/GS16/ES1 and above	26

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b. Computer search is based on direct cost of the central processing unit, input-output devices, and memory capacity of the actual computer configuration.

c. Actual cost of transporting records or personnel to the search site may be included.

Duplication Fees

<u>Type</u>	<u>Cost per Page (¢)</u>
Printed Material	01
Office Copy	10
Microfiche	25

Audiovisual Documentary Materials

Search costs are computed as for any other record. Duplication cost is the actual direct cost of reproducing the material, including the wage of the person doing the work. Audiovisual materials provided to a requester need not be in reproducible format or quality.

Other Records

Direct search and duplication cost for any record not described above shall be computed in the manner described for audiovisual documentary material.